

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Library, SLO City-County	(2) MEETING DATE 2/3/2015	(3) CONTACT/PHONE Christopher Barnickel 805-781-5785	
(4) SUBJECT Request to approve a three year (February 1, 2015 – February 28, 2018) renewal contract with J & B Management Inc., doing business as Courier Systems, in the estimated annual amount of \$61,182, to continue to provide courier transport services for the Library. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board: <ol style="list-style-type: none"> 1. Approve the three year renewal contract (February 1, 2015 – February 28, 2018) with J & B Management Inc., doing business as Courier Systems, in the estimated annual amount of \$61,182 to provide courier transport services for the Library. 2. Authorize the Library Director or designee to sign renewal amendments in accordance with the contract terms. 			
(6) FUNDING SOURCE(S) Operating Budget	(7) CURRENT YEAR FINANCIAL IMPACT \$25,493	(8) ANNUAL FINANCIAL IMPACT \$61,182	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) 19001498		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date: <u>06/2013</u>	
(17) ADMINISTRATIVE OFFICE REVIEW Reviewed by Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Library, SLO City-County / Christopher Barnickel
805-781-5785

DATE: 2/3/2015

SUBJECT: Request to approve a three year (February 1, 2015 – February 28, 2018) renewal contract with J & B Management Inc., doing business as Courier Systems, in the estimated annual amount of \$61,182, to continue to provide courier transport services for the Library. All Districts.

RECOMMENDATION

It is recommended that the Board:

1. Approve the three year renewal contract (February 1, 2015 – February 28, 2018) with J & B Management Inc., doing business as Courier Systems, in the estimated annual amount of \$61,182 to provide courier transport services for the Library.
2. Authorize the Library Director or designee to sign renewal amendments in accordance with the contract terms.

DISCUSSION

In October 2009, the Library issued a request for proposal (RFP) for courier transport services. Library staff reviewed each of the proposals and concluded the best option was to contract with J & B Management Inc., doing business as Courier Systems. In February, 2010, your Board approved the initial three year contract with Courier Systems to provide courier services to the Library. In June 2013, your Board approved a contract extension, adding an additional two-year term.

In December 2014, the Library issued a RFP for courier transport services. Each proposal was evaluated on business and organizational ability, account management and cost. Based on the proposed criteria of the RFP, J & B Management Inc., doing business as Courier Systems was identified as the logical provider of service. The original contract is for three years with the ability to extend for an additional two years under the same terms and conditions. The RFP allowed for a total contract term of five years.

The Library utilizes courier transport services to provide pick-up and delivery of Library materials throughout San Luis Obispo County. These services will continue without interruption.

OTHER AGENCY INVOLVEMENT/IMPACT

The Library worked with the Purchasing Division of General Services in the development of a RFP for courier transport services. The RFP was opened December 22, 2014, and resulted in multiple responses to the RFP. J & B Management Inc., doing business as Courier Systems was chosen to continue to provide services to the Library.

County Counsel has approved the renewal contract as to form and legal effect.

FINANCIAL CONSIDERATIONS

In FY 2013-14, the Library paid \$59,714 to Courier Systems for courier transport services. In FY 2014-15, the Library budgeted \$61,000 for courier transport services. The approved contract renewal amount will be budgeted in the FY 2015-16.

RESULTS

The contract ensures that Library materials continue to be picked up and delivered as efficiently as possible. The continuation of these transport services also supports the Library's mission to provide materials and services to people seeking knowledge, lifelong learning and recreation.

ATTACHMENTS

1. Courier Contract